

BASIC SHORTCUT KEYS	
Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

MICROSOFT® WINDOWS® SHORTCUT KEYS	
Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print Screen	Create screen shot for current program
Ctrl + Alt + Del	Reboot/Windows® task manager
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Alt + F4	Close current open program
Ctrl + F4	Close window in program
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer
Alt + Enter	Open properties window of selected icon or program
Shift + F10	Simulate right-click on selected item
Shift + Del	Delete programs/files permanently
Holding Shift During Bootup	Boot safe mode or bypass system files
Holding Shift	When putting in an audio CD, will prevent CD Player from playing

WINKEY SHORTCUTS	
WINKEY + D	Bring desktop to the top of other windows
WINKEY + M	Minimize all windows
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M
WINKEY + E	Open Microsoft Explorer
WINKEY + Tab	Cycle through open programs on taskbar
WINKEY + F	Display the Windows® Search/Find feature
WINKEY + CTRL + F	Display the search for computers window
WINKEY + F1	Display the Microsoft® Windows® help
WINKEY + R	Open the run window
WINKEY + Pause /Break	Open the system properties window
WINKEY + U	Open utility manager
WINKEY + L	Lock the computer (Windows XP® & later)

WORD® SHORTCUT KEYS	
Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open new/blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box
Ctrl + I	Italicize highlighted selection
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + V	Paste
Ctrl + Y	Redo the last action performed
Ctrl + Z	Undo last action
Ctrl + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + G	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the center
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + >	Increase selected font +1
Ctrl +]	Increase selected font +1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + ←	Move one word to the left
Ctrl + →	Move one word to the right
Ctrl + ↑	Move to beginning of the line or paragraph
Ctrl + ↓	Move to the end of the paragraph
Ctrl + Del	Delete word to right of cursor
Ctrl + Backspace	Delete word to left of cursor
Ctrl + End	Move cursor to end of document
Ctrl + Home	Move cursor to beginning of document
Ctrl + Space	Reset highlighted text to default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
F1	Open help
Shift + F3	Change case of selected text
Shift + Insert	Paste
F4	Repeat last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Ctrl + S	Save
Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document

EXCEL® SHORTCUT KEYS	
F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
Ctrl + Shift + :	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F3	Open the Excel® formula window
Shift + F3	Bring up search box
Ctrl + A	Select all contents of worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + S	Strikethrough highlighted selection
Ctrl + O	Open options
Ctrl + N	Open new document
Ctrl + P	Open print dialog box
Ctrl + S	Save
Ctrl + Z	Undo last action
Ctrl + F9	Minimize current window
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + Page up & Page Down	Move between Excel® worksheets in the same document
Ctrl + Tab	Move between two or more open Excel® files
Alt + =	Create formula to sum all of above cells
Ctrl + '	Insert value of above cell into current cell
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + \$	Format number in currency format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Shift + @	Format number in time format
Ctrl + →	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document

OUTLOOK® SHORTCUT KEYS	
Alt + S	Send the email
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + P	Open print dialog box
Ctrl + K	Complete name/email typed in address bar
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an email
Ctrl + F	Forward an email
Ctrl + N	Create a new email
Ctrl + Shift + A	Create a new appointment to your calendar
Ctrl + Shift + O	Open the outbox
Ctrl + Shift + I	Open the inbox
Ctrl + Shift + K	Add a new task
Ctrl + Shift + C	Create a new contact
Ctrl + Shift + J	Create a new journal entry

Microsoft Office Short Keys Study Guide

Joan Lambert, Joyce Cox



Microsoft Office Short Keys Study Guide:

Office Practice 2010 End User Computing Study Guide Ignatious Lesiba "Thapelo" Kekana, 2019-01-06 ICT training manual both theory and practical This book is ideal for any one who is interested in learning how to utilize the Microsoft Office Package Enjoy the book *MOS Study Guide for Microsoft Word Exam MO-100* Joan Lambert, 2020-05-21 Advance your proficiency with Word And earn the credential that proves it Demonstrate your expertise with Microsoft Word Designed to help you practice and prepare for Microsoft Office Specialist Word Associate Word and Word 2019 certification this official Study Guide delivers In depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands on tasks to practice what you ve learned Ready made practice files Sharpen the skills measured by these objectives Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements EXAM MO 100 About the MOS Associate Certification A Microsoft Office Specialist MOS Associate certification validates your hands on competency in the correct application of the principal features of an Office product It demonstrates that you can apply these features to complete associate level tasks independently and are ready to enter the job market See full details at microsoft com learn Practice Files Available at MicrosoftPressStore com MOSWord100 Downloads **MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams** Joan Lambert, Joyce Cox, 2011-03-15 Demonstrate your expertise with Microsoft Office 2010 This all in one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist MOS exams With the MOS 2010 Study Guide you get full objective by objective coverage for Exam 77 881 Microsoft Word 2010 Exam 77 882 Microsoft Excel 2010 Exam 77 883 Microsoft PowerPoint 2010 Exam 77 884 Microsoft Outlook 2010 Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams And you can apply what you ve learned hands on using the downloadable files for all the book s practice tasks Study Material YCT Expert Team , 2023 24 O Level M1 R5 Study Material **Microsoft Office Specialist Study Guide** Online Training Solutions (Firm), 2004 Helping readers prepare for one or more of the Microsoft Office Specialist exams for the Microsoft Office 2003 Editions track this guide covers all objectives and sub objectives for the Microsoft Official Specialist exams for Microsoft Office Word 2003 Word 2003 Expert Excel 2003 Excel 2003 Expert PowerPoint 2003 Access 2003 and Outlook 2003 The CD includes practice files and practice exams 2024-25 RRB Technician Grade-III Study Material & Question Bank YCT Expert Team , 2024 25 RRB Technician Grade III Study Material Question Bank 400 795 E This book covers Mathematics Reasoning General Science and General Awareness 1519 objective question Study Guide for the Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) - Exam MO-211 Anand Vemula, The Study Guide for the Microsoft Office Specialist Excel Associate Microsoft 365 Apps Exam MO 211 is a comprehensive resource tailored for candidates preparing to earn their Microsoft Office Specialist MOS certification in Excel This guide covers every domain outlined in the MO 211 exam objectives offering in depth

explanations and practical examples to enhance understanding and application of Excel's core functionalities. The book begins by walking users through the basics of managing worksheets and workbooks including customizing views and setting workbook properties. It then delves into managing data cells and ranges highlighting techniques for formatting organizing and analyzing data using conditional formatting and named ranges. A significant portion is dedicated to working with Excel tables teaching users how to create format and manipulate tables using structured references as well as filter and sort data efficiently. Formulas and functions are thoroughly explored from basic arithmetic operations to logical functions like IF AND OR and lookup functions including VLOOKUP and XLOOKUP. Special emphasis is placed on mastering cell referencing relative absolute and mixed. The guide also explains how to create and modify a variety of charts and sparklines for data visualization and how to leverage Excel's built-in productivity tools templates and add-ins to boost efficiency. Accessibility and collaboration tools are also included to align with modern workplace standards. With detailed content practice questions and expert tips this study guide ensures candidates are well prepared to pass the MO 211 exam and confidently demonstrate their Excel skills in a professional setting.

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Microsoft Office XP Specialist Study Guide Gini Courter, Annette Marquis, 2002-09-18. Here's the book you need to prepare for the seven MOUS exams employers are demanding the most: Word 2002 Core Word 2002 Expert Excel 2002 Core Excel 2002 Expert PowerPoint 2002 Core Outlook 2002 Core and Access 2002 Core. In-depth coverage of official exam objectives. Clear explanations of complex Office tasks. Practical examples and detailed instructions. Authoritative coverage of all exam objectives including Word Core and Expert Inserting and Modifying

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Quick Study Guide Gini Courter, Annette Marquis, Karla Browning, 1999 Word 2000 is the latest upgrade to the phenomenally successful word processing program In addition to new word processing features this version of Word contains enhanced Internet capabilities This Study Guide prepares users to take the Microsoft Office User Specialist MOUS proficient and expert exams for Word the official tests that recognize individuals who have achieved mastery level performance using Word The exams were developed with input from corporations staffing firms and educators The tests provide a valuable industry credential proof that individuals have the skills required by employers **SSC Constable GD Exam Guide 2021**

Arihant Experts, 2021-03-25 1 The book is prepared for the SSC Constable GD recruitment exam 2 It is divided into 4 main sections 3 Current Affairs are provided in a separate section 4 Solved Papers Arihant presents the newly updated edition of SSC Constable Recruitment Examination 2021 male female giving coverage of the whole syllabus The Study Guide is divided into 4 main sections as per the latest syllabus Current Affairs are also given in the separate section giving total summary of the events happening around the globe the world Based on the exam pattern it provides Solved Papers Practice Sets giving insights of the exam questions With the easy to understand language and student friendly notes this book is a total package of preparation TOC Current Affairs Solved Paper 2018 Solved Paper 2015 Solved Paper 2013 General Intelligence and Reasoning General Knowledge and General Awareness General English Part 2 Essays Letters , **IC3: Internet and**

Computing Core Certification Global Standard 4 Study Guide Ciprian Adrian Rusen, 2015-04-23 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification consists of three separate exams Computing

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MCTS: Microsoft Windows Vista Client Configuration Study Guide Michael Aldridge,Josh Evitt,Lisa Donald,James Chellis,2007-04-02 Offering a full coverage of all exam objectives in a systematic approach so you can be confident that you re getting the instruction you need to take Microsoft s new MCTS exam 70 620 this book is packed with practical guidance and hands on exercises to reinforce critical skills Exclusive WinSim Vista Simulator allows you to perform a number of the exercises in a simulated environment real world scenarios put what you ve learned in the context of actual job roles and challenging review questions in each chapter prepare you for exam day For Instructors Teaching supplements are available for this title Office 2007: The Missing Manual Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus

Adapting to the new format is going to be a shock especially if you're a longtime user. That's where *Office 2007 The Missing Manual* comes in. Rather than present a lot of arcane detail, this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with clear explanations, step-by-step instructions, lots of illustrations, plenty of friendly advice. It's a great way to master all 4 programs without having to stock up on a shelf load of different books. This book has everything you need to get you up to speed fast. *Office 2007 The Missing Manual* is truly the book that should have been in the box.

Internet Core and Computing IC3 Certification Global Standard 3 Study Guide Ron Gilster, 2009-11-02. The best fully integrated study system available. COVERS GLOBAL STANDARD 3. With hundreds of practice questions and hands-on exercises. IC3 Certification Study Guide covers what you need to know and shows you how to prepare for the Internet and Computing Core Certification exams. 100% complete coverage of every official objective for all three IC3 exams. Exam Readiness checklist at the beginning of each exam. You're ready for the exam when all objectives on the list are checked off. Exam Watch notes call attention to important exam information and potential pitfalls. Two Minute Drills for quick review at the end of every chapter. Simulated exam questions match the format, tone, topics, and difficulty of the real exam. Covers all the exam topics including Computer Hardware and Peripherals, Internal Hardware, Systems Power, and Environmental Protection, Maintaining and Troubleshooting Computer Systems, Computer Software Operations, Application Software, Special Purpose Software, Operating System Fundamentals, User Interfaces, Working with Common Application Workspace Features, Common Application Program Features and Functions, Word Processing, Workspace Features, Formatting and Reviewing Documents, Basic Spreadsheet Functions, Manipulating Data in a Spreadsheet, Creating a Slide Show with Presentation Software. CD-ROM includes Complete MasterExam practice testing engine featuring One full practice exam covering each of the 3 IC3 modules. Detailed answers with explanations. Score Report Performance assessment tool. Electronic book for studying on the go with free online registration. Bonus downloadable MasterExam practice test. Ron Gilster, CompTIA A Network CCNA is the author of many bestselling books on networking, PC hardware, and IT career certifications including CEA, CompTIA DHTI, Digital Home Technology Integrator All in One Exam Guide, Second Edition.

FCI Study Package for Assistant Grade II & III Recruitment Exam for Phase I & II 2nd Edition Disha Experts, 2019-03-04. The book *FCI Study Package for Assistant Grade II Exercise with Solutions* at the end of each chapter. The book covers the complete syllabus of Phase I, Phase II, Paper 1, 5. The book is also useful for Paper 2, 3 of Phase II.

Microsoft Office Short Keys Study Guide: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Microsoft Office Short Keys Study Guide : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

<https://staging.conocer.cide.edu/files/virtual-library/default.aspx/Hens%20Say%20Cluck.pdf>

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